



City of Tempe

COMMUNITY SERVICES SUPERVISOR – MAINTENANCE & OPERATIONS

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	333	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$29.592788
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$39.950000
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Community Services Supervisor – Maintenance & Operations
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Service Maintenance

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from an assigned area manager and/or other managerial staff.
Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of full-time professional experience in the maintenance of infrastructure systems, at least two of which must be in the area of assignment: parks, golf course, baseball spring training facilities, contract oversight or facility maintenance. Two years of supervisory or lead responsibility is required.
<i>Education:</i>	Equivalent to completion of an Associate's Degree supplemented by accredited technical training in a specialty related to the core duties of the position.
<i>License / Certification:</i>	<ul style="list-style-type: none">• Must possess and maintain a valid driver's license.• Depending on area of responsibility, may be required to obtain within 180 days of hire, an Arizona Structural Pesticide Applicator License in categories 3 and 4 or a Certified Applicator Golf (PUG) in Ornamental & Turf category (B2).

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, assign, supervise and coordinate the maintenance of the City's infrastructure systems, including but not limited to landscaping, parks, baseball spring training facilities, cemetery, golf courses, facilities, right-of-way, and equipment.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals;
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures;
- Observe and enforce the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances;
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;
- Participate in preparation of the workgroup budget; monitor, review, approve and control expenditures including purchases;
- Coordinate workgroup activities with other divisions, other city departments, and with outside agencies;
- Act as a support to citizen advisory boards, commissions and committees;
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used, and associated work;
- Administer, enter, prioritize, assign, update and evaluate service work order requests in the Computerized Maintenance Management System (CMMS).
- Respond to requests and inquiries from the general public;
- Identify areas needing repair and maintenance, and take corrective action;
- Oversee and participate in all related aspects of maintenance for assigned area;

- Develop, administer and monitor preventative maintenance programs.
- Schedule and supervise the testing and preventative maintenance of a variety of equipment
- Inspect the work of maintenance contractors, prepare inspection reports, maintain records of all areas maintained under contract, and ensure proper compliance with contract conditions.
- Ensure proper records, daily logs, and inventories of restricted use and/or other chemicals are in compliance with regulating agency;
- Develop guidelines and requirements for projects, including reviewing and approving new construction plans; prepare specifications for maintenance contracts on new facility areas; inspect the work of maintenance contractors; prepare inspection reports and maintain records of all areas maintained under contract; and ensure proper compliance with contract conditions;
- Operate equipment as required utilizing proper safety precautions related to all work performed;
- Negotiate resolutions of problems and contractual agreements, both internal and external to the organization;
- Establish and maintain cohesive and effective working relationships with facility patrons and contracted users of specialty facilities as well as the general public;
- Oversee volunteer program in appropriate work areas; monitor volunteer work assignments and projects; review work product along with methods and procedures;
- Coordinate, contribute and use best management practices;
- Participate in the energy conservation program and monitor energy usage;
- Promote sustainable principles and procedures;
- Provide pro-active performance planning utilizing performance management tools;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Operate city vehicles;
- Operate city equipment (i.e. riding mower, backhoe, and aerial lift);
- Use power tools (i.e. push mowers, jackhammers, drills, chain saws and blowers);
- Use tools (i.e. hammers, wrenches, shovels saws and wheel barrels);
- Climb stairways and ladders;
- Traverse uneven surfaces during site visits;
- Operate computers and other office machines using repetitive hand/eye movement;
- Work out-of-doors in inclement weather during site visits;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids, etc. while emptying trash cans and cleaning park sites;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc. from PVC glue, pesticides, graffiti remover;

- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective November 1988
Revised October 1999
Revised July 2006 (Supvn Received & Exercised)
Revised July 2007 (Examples of Duties)
Revised December 2010 (Added assignment areas, preferred quals & physical/mental)
Revised January 2011 (updated license requirement - Office of Pest Management)
Revised December 2011 (Consolidation of supervisory classifications – Admin Proj Coord and P&G Course Supervisor)
Revised April 2016 (update min quals)
Revised February 2017 (update purpose statement, job duties, and min quals)
Revised March 2018 (update job title, essential functions, job duties, and min quals)
Revised October 2019 (Reorg from PW – update job title and moved to Community Svcs Dept)